

## **Non-Residential – Final Claim Letter**

INSERT DATE

INSERT NAME  
INSERT ADDRESS

### **Relocation Assistance Program Notice of Final Date to Claim Relocation Entitlements**

Project Title: INSERT PROJECT NAME

Parcel No.: INSERT PARCEL #

Displacee No.: INSERT DISPLACEE #

Dear INSERT NAME:

On INSERT DATE, the AGENCY provided you with a notice of your maximum relocation entitlements. According to our records, you vacated the site located at INSERT ADDRESS on INSERT DATE. **Your deadline to file all relocation claims is INSERT DATE.** Failure to meet the deadline will result in a loss of your relocation entitlements.

Please contact me for specific details, clarification or any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME  
Relocation Specialist  
Real Estate Services  
INSERT SPECIALIST'S ADDRESS  
INSERT SPECIALIST'S PHONE AND FAX NUMBER  
INSERT SPECIALIST'S E-MAIL ADDRESS